

Department of Civil & Environmental Engineering (DCEE)  
Florida International University (FIU)  
Departmental Advisory Board (DAB)

**DAB Administrative Rules**

**1. Name**

The name of the Board is the "Departmental Advisory Board" and its acronym "DAB".

**2. "Office"**

The DAB will operate in association with the Department of Civil & Environmental Engineering at Florida International University with assistance provided by the responsible faculty and staff of the Department. The Department is located at the Engineering Center, Third Floor, 10555, W. Flagler Street, Miami, Florida 33174.

**3. Mission**

The DAB has the mission of advising the Department of Civil & Environmental Engineering on issues relevant to its civil engineering program providing input as representatives of the constituencies the program serves.

**4. Objective**

The DAB has the objective of being the Department's main vehicle for the periodic review of the educational objectives of the civil engineering program. The Board may also provide, as needed, periodic evaluations of outcomes, assessment indicators of outcomes, and corrective actions to ensure the achievement of objectives.

**5. Membership**

Voting members of the Board represent the FIU program alumni, the regional private sector, the regional governmental sector, the FIU alumni families, and the civil engineering profession. FIU DCEE Student Chapter officers and faculty are nonvoting *ex officio* permanent members of the Board. A minimum of 7 voting members is preferred.

Voting members shall be appointed by the Department of Civil & Environmental Engineering to serve terms of three years. Only in the case of the first appointed Board members, 1/3 of them should be appointed for one year, 1/3 for two years, and 1/3 for three years. In the event that a vacancy occurs the Department will appoint a member to complete the remaining of the term.

Officers shall consist of Chair, Co-Chair, and Executive Secretary. Officers shall be elected annually. The Chair will have the prime responsibility to organize an annual meeting and any other special meetings in coordination with the Department. The Co-Chair will assist the Chair as requested by the Chair. The Executive Secretary will primarily ensure that any needed input is

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properly and timely provided to the Department. Elections will be by secret ballot; votes will be counted by the Chair and witnessed by all members.

Members who have completed service will automatically become "Distinguished Emeritus Members", unless reappointed, and will become nonvoting *ex officio* permanent members of the Board. These members will receive continuous recognition for their service in the Department records.

The members shall appoint any needed *ad hoc* committees among themselves as needed to achieve specific tasks.

Quorum is defined as the majority of all attending voting members to a scheduled meeting or activity plus one. The minimum shall not be less than 5 members.

**6. Meetings**

Robert's Rules of parliamentary procedure will be used to govern all meetings and resolve disagreement. A majority plus one shall decide all votes.

**7. Financial**

The DAB is an *ad-honorem* fully voluntary group of professionals and reputable members of the State of Florida community, and as such no member or officer of the Board shall conduct any financial activity or otherwise on behalf of the Board.

**8. Amendments**

Rules can be amended by vote of the Board.

*Approved and Signed on December 11, 2003 in Miami Florida, by*

Jose J. de Almagro

Lundy Clarke

Jacquelyn Elmaleh

Elio Espino

Carlos L. Hernandez

Lancelot Llewelyn

Maricela Llewelyn

Ramon Sierra

Witnessed by

*[Handwritten signatures of Jose J. de Almagro, Lundy Clarke, Jacquelyn Elmaleh, Elio Espino, Carlos L. Hernandez, Lancelot Llewelyn, Maricela Llewelyn, and Ramon Sierra]*

ALEX DIAZ (ASCE PRESIDENT)

Kelly Lee (ASCE Secretary)

Albert Gan (Faculty member)

*[Handwritten signature]*  
Octavio Fuentes - Faculty Member - ABET Counselor

December 11, 2003

*[Handwritten signature]*